

**Position Title:** Skilled Nursing Facility Administrator

**Department:** VETERANS AFFAIRS, DEPARTMENT OF

**Final Filing Date:** Tuesday, November 17, 2009

**Bulletin ID:** 10302009\_3

The Above-Named Examination Bulletin is Amended as Follows:



## VETERANS AFFAIRS, DEPARTMENT OF **CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT CANCELLED**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	VETERANS AFFAIRS, DEPARTMENT OF	<b>RELEASE DATE:</b>	Tuesday, November 3, 2009
<b>POSITION TITLE:</b>	Skilled Nursing Facility Administrator	<b>FINAL FILING DATE:</b>	Continuous Filing
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,984.00 - \$ 8,634.00 / Month	<b>BULLETIN ID:</b>	10302009_3

### POSITION DESCRIPTION

Location: California Department of Veterans Affairs Veterans Home of California-West Los Angeles Temporary location approximately 10 months 6150 Van Nuys Blvd Suite 305 Van Nuys CA 91401

Permanent location: 800 Bringham Ave Los Angeles, CA 90049

Please note: The salary (Exempt Level J) listed for this exempt appointment will be adjusted accordingly to comply with the provisions of the Furlough Program.

Under general direction, this position reports to the Administrator of the Veterans Home of California-West Los Angeles and Governing Body; in collaboration with clinical managers, administers and manages the Skilled Nursing Facility (SNF). The individual is responsible for securing and or maintaining the licensure of the SNF at the Veterans Home. Major functions include, but are not limited to:

- \* Working in collaboration with the clinical managers, developing the strategic plan, operation plan, and policies and procedures for the SNF. Providing functional supervision and ensuring through delegated authority that the SNF continuously meets all regulatory requirements and are prepared for certification and licensure surveys.
- \* Participating in the decision making structure of the facility representing the SNF with the administrative team. Monitoring of the annual budget to ensure proper spending controls as well as appropriate resource allocation.
- \* Utilizing the civil service process, ensuring that qualified staff are selected, trained and provided feedback to carry out the mission and operative plan of the SNF. Serving on quality care committees and assisting in evaluating quality improvement efforts, activities and projects.

\* Supporting the use of technology and information systems to ensure the collection of clinical information regarding care and seek to improve the efficiency of the SNF.

\* To monitor the performance of contracts relative to services needed to support resident care.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **SPECIAL REQUIREMENTS**

Nursing Home Administrator with an advanced degree in Health Care Administration. Current California State Residential Care Facility for the Elderly License or ability to obtain one. Eligible honorably discharged veterans encouraged to apply.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The candidate must also have the ability to understand and comply with a complex system of laws and regulations to include: Health and Safety Code-Division 2 Chapter 3.3, Welfare and Institutions Code-Division 9 Chapter 8.7, title 22-Division 1.8 Chapter 1.5 (Department of Aging regulations), Title 22-Division 3 Chapter 5 (MediCal Certification Regulations), Title 22-Division 5 Chapter 10 (Licensing Regulations) and Title 22-Division 6 Chapter 8 (Residential Care for the Elderly)

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Skilled Nursing Facility Administrator**, with the **VETERANS AFFAIRS, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.



**FILING INSTRUCTIONS**

IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [HTTP://GOV.CA.GOV](http://gov.ca.gov) DIRECTLY TO THE GOVERNOR'S OFFICE.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

VETERANS AFFAIRS, DEPARTMENT OF, Veterans Home of California-West Los Angeles  
6150 Van Nuys Blvd. Suite 305, Van Nuys, CA 91401  
Gwen Steward | 818 742 1753 | [GLAVCHR@CDVA.CA.GOV](mailto:GLAVCHR@CDVA.CA.GOV)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VETERANS AFFAIRS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>